

VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Animal & Food Industry Services

DATE: January 1, 2012

TO: Animal Records Summary Report Filers

FROM: Richard L. Wilkes, DVM, State Veterinarian

SUBJECT: PRESCRIBED FORMAT FOR ANIMAL RECORDS SUMMARY REPORTS

Animal control officers, law enforcement officers, humane investigators, custodians of pounds and shelters, and representatives of a humane society shall summarize the **custody records** of live animals taken under the provisions of Title 3.2, Chapter 65. The entity disposing the animal, and therefore retaining the completed record of the matter, shall summarize the records and report the summary in the following manner:

DOMESTIC ANIMAL CUSTODY RECORDS

The online (electronic) reporting system shall be used to report the summary of domestic **animal custody records** made for the following circumstances in which live animals have been taken into custody and disposed:

Reason for Custody

1. Animals on hand at the start of the reporting year, carried over from the previous year. The number reported in this column shall reflect those animals that were taken in during 2011, and not disposed by the close of the year (December 31, 2010). This number will reflect the number of animals that were already in custody on January 1, 2011.
2. Stray companion animals. The number reported in this column shall reflect all companion animals found running at large, found separated from the rightful owner, or found in a manner whereby an owner is not identified and the animal's status is unknown.
3. Seized animals (this applies to animals which have been seized under the authority of an animal control officer, law enforcement officer, or humane investigator).
4. Animals confined in the custody of the report filer for the purposes of satisfying a rabies quarantine related to a bite case. The number reported in this column shall reflect animals taken and confined for this purpose, and shall not reflect animals quarantined by the owner.
5. Animals that have been surrendered/relinquished by the rightful owner. (The number of all animals submitted by the owner shall be included in this column. This includes animals had been previously adopted from the reporting facility, and subsequently returned by the new owner and surrendered.)
6. Animals that have been received from another Virginia releasing agency as a transfer following the confinement of the animal at such agency prior to the disposition by transfer. The column titled "Received from Another Virginia Releasing Agency" shall reflect the number of animals received from Virginia releasing agencies, only.
7. Animals born in the custody of the reporting entity, held in a pound for safekeeping or other similar legal matter, or animals received from releasing agencies outside of Virginia. The number of these animals taken in shall be reported and described in the column titled "Others".

Method of Disposition

1. "Reclaimed by Owner". The number reported in this column shall reflect all stray or seized animals returned to owner.
2. "Adopted". The number reported in this column shall reflect all animals adopted to a new owner.
3. Animals that have been transferred to another Virginia releasing agency following confinement by the report filer. The column titled "Transferred to Another Virginia Releasing Agency" shall only reflect the number of animals transferred to releasing agencies (as defined by 3.2-6500) in Virginia.
4. Animals that have been transferred to an animal shelter or releasing agency in another state following confinement by the report filer. The column titled "Transferred to Out-of-State Facility" shall only reflect the number of animals transferred to animal shelters or releasing agencies (as defined by 3.2-6500) in another state.
5. Animals that have died during custody. The column titled "Died in Facility" shall reflect the number of all animals that died (regardless of the reason or physical location where the death occurred) while in the custody of the report filer. This number shall not include the number animals that were euthanized.
6. Animals that were euthanized. The column titled "Euthanized" shall reflect the number of all animals that were euthanized (regardless of the reason or physical location where the euthanasia was performed).
7. The number of animals that were disposed in a manner which is not consistent with the other designated categories shall be reported in the column titled "Miscellaneous". This number shall include animals that escaped and animals that were stolen. This column shall only be used to explain exceptional circumstances under which the custody of an animal was disposed.
8. Animals on hand at the end of the reporting year. The number reported in this column shall reflect all animals that were taken in during 2011, and not disposed by the close of the year (December 31, 2011).

WILDLIFE ANIMAL CUSTODY RECORDS

The online (electronic) reporting system shall be used to report the summary of records made regarding the custody and disposition of wildlife. NOTE - Persons taking, possessing, liberating, euthanizing, or otherwise handling wildlife species do so in accordance with the laws and regulations overseen by Virginia Department of Game and Inland Fisheries. This may include the maintenance of records, and the reporting of such activities, required by that agency. The reporting of this data to the State Veterinarian's Office is not intended to satisfy or circumvent those requirements.

OTHER ANIMAL RECORDS

Although not required, a written report may be submitted to summarize other types of animal records made regarding the handling of animals under any other circumstances not outlined above (i.e. dead domestic animals taken in, animals boarded or transported for the rightful owner as a service to the owner, animal sterilization programs, etc.). The report should include the agency name and contact information and may be mailed to: Animal Records Summary Report, Virginia Department of Agriculture, Office of Veterinary Services, 102 Governor Street, Richmond, VA, 23219.